

# HUMAN RESOURCES OFFICE SASEBO JAPAN VACANCY ANNOUNCEMENT

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- AMENDMENT -

**DATE OF AMENDMENT:** 26 JANUARY 2007

**ANNOUNCEMENT NUMBER:** FAS-09-07

**TITLE/SERIES/GRADE:** ADMINISTRATIVE SUPPORT ASSISTANT / GS-0303-07

**SALARY:** \$31,740 – \$41,262 per annum

**OPEN DATE:** 01/26/07

**FIRST CUT-OFF DATE:** 02/01/07

**CLOSING DATE:** Open until filled

**LOCATION:** Department of the Navy, U.S. Fleet Activities, Sasebo, Fleet and Family Support Center

**AREA OF CONSIDERATION:** Current permanent federal employees (career/career-conditional), reinstatement eligibles, military spouses, family members and all other U.S. citizens for which there is an appointing authority in the Sasebo commuting area.

**NOTES:**

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
2. **External Candidates** – See note regarding external referral procedures. You are an external candidate if you do not fall into the following categories: A current permanent Federal employee or former employee with reinstatement eligibility; a current NAF employee covered by the NAF/AF interchange agreement.
2. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
3. Applicants who are not currently SOFA (Status of Forces Agreement) sponsored **MUST** be able to meet **JAPANESE IMMIGRATION** requirements and SOFA eligibility requirements prior to appointment
4. Those eligible for only an Overseas Limited Appointment (OSL) may be appointed for a period of not to exceed 5 years.
5. A referral certificate of qualified applicants may be sent to the selecting official at any time after the first cut-off date, and a selection may be made from that certificate before the closing date of the announcement. Therefore, even though applications may be accepted up to the closing date of the announcement, the position may be filled before that date. **The closing date may also be amended to reflect an earlier closing date if the position is filled after the first cutoff date.**

**DUTIES:** This position is located in the Fleet and Family Support Center (FFSC). **This position is that of an Administrative Support Assistant** and is located at the Sasebo Fleet Activities installation. The Fleet and Family Support Program (FFSP) is the Navy's primary agency for the delivery of human services intended to enhance the stability and self-sufficiency of individuals and families, resulting in increased operational readiness. All FFSP direct services are provided by the regional storefronts, and they fall into three main categories: Career/Retention, Deployment/Readiness, and Crisis Response. Diverse methods for delivering services include providing information and referral, educational instruction or training and professional counseling. **The primary purpose of this position is to provide a wide range of support and assistance in performing practical and technical aspects of office administration, to include budgeting, purchasing, supply management, human resource administration, data processing and management, and the development or modification of office processes and procedures.**

**QUALIFICATION REQUIREMENTS:** 1 year of specialized experience equivalent to at least GS-06 grade level.

**SPECIALIZED EXPERIENCE:** Experience which equipped the applicant with the particular knowledge,

skills, and abilities (KSAs) to perform successfully the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the GS-06 grade level in the Federal service.

**TIME-IN GRADE (TIG) REQUIREMENTS:** Applicants subject to time-in-grade restrictions must meet OPMs TIG requirements (Ref: Title 5 CFR 300.601).

**EVALUATION FACTORS:** Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address how their experience demonstrates each of these factors to receive full consideration.

1. Knowledge of procedures for use of the DoD Government Purchase card program, and the ability to attain appointment as a purchase cardholder. Knowledge of budget procedures and funding documents, databases, websites and other related requirements to maintain and execute monthly phasing plans and annual budgets. Detailed knowledge of the structure of FFSC Sasebo's administrative and program budget accounts.
2. Knowledge on DoD travel regulations to include making travel and training arrangements, in regards to TAD/PCS/RAT travel orders, Defense Travel System training forms, lodging airline, bus, rental car reservations, per diem rates, travel claims.
3. Knowledge on Human resources support and personnel action forms using HRO's automated system DCPDS.
4. Knowledge on creating correctly formatted Navy correspondence. Have an understanding on how to maintain files and create local Navy directives. Ability to setup controls and suspense dates for submission of monthly and quarterly reports in a timely manner. Able to clearly communicate orally via phone or meetings and in writing via correspondence or emails to internal and external customers.
5. Knowledge of computer operations and internet based information systems with more advance knowledge on using Microsoft Office applications Word, Excel, Outlook, PowerPoint, Access, and Publisher.
6. Knowledge of the duties, priorities, commitments, policies, and program goals of the FFSC sufficient to perform routine assignments.

**SPECIAL REQUIREMENTS:** 1. ADDRESS KSAS. 2. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS. **3. MUST BE A QUALIFIED TYPIST WHO CAN TYPE 40 WORDS PER MINUTE. APPLICANTS WHO DO NOT INDICATE MEETING THIS TYPING SPEED ON THEIR RESUME OR APPLICATION WILL BE DISQUALIFIED AND NOT REFERRED FOR POSITIONS REQUIRING TYPING/OFFICE AUTOMATION SKILLS. NOTE: LIST TYPING SPEED AND COMPUTER CAPABILITIES ON YOUR RESUME OR IN SECTION E. OF THE OF-612.**

**INQUIRIES REGARDING THIS VACANCY:** Call HRO at 252-3337/3881.

**SEE ATTACHED PAGE FOR MORE INFORMATION AND APPLICATION INSTRUCTIONS**

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## HRO SASEBO VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

**WHO MAY APPLY:** Refer to the **Area of Consideration** for each vacancy announcement.

*\*\*\*Relocating Military spouses and Family members who have reinstatement eligibility or who are current DoD employees on Leave Without Pay may apply regardless the area of consideration.*

**HOW TO APPLY:** Application and forms must be **received** in the **Human Resources Office Sasebo Satellite Office, PSC 476, Box 54, FPO AP 96322-0020, Building PW47**, by the closing/cut-off date of the announcement. Applications may be submitted by mail or at the **Customer Service Desk, HRO Bldg PW47 between the hours of 8:00 am. to 4:00 p.m., Monday through Friday. Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and

attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

#### FORMS REQUIRED:

1. **OF 612** - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
  - Announcement number, title and grade of the job for which you are applying.
  - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
  - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
  - Highest Federal civilian grade held (also give job series and dates held\*); proof of reinstatement eligibility, if applicable.
  - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
  - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
  - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) or QRF (quality ranking factor) as required by the announcement.
4. Copy of most recent performance appraisal.
5. ***\*SF-50 copy - If current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.***
6. DD-214 indicating type of discharge (Member 4 copy). If claiming 10 point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans and VEOA98 eligibles.
7. Questionnaire to Application for Federal Employment.
8. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>
9. Copy of Sponsor's **PCS orders** and **Dependent Entry Approval**
10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

**QUALIFICATION REQUIREMENTS:** Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

**TIME-IN-GRADE REQUIREMENTS:** Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under nontemporary appointment in the competitive service.

**An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.**

**EDUCATION:** When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** provide documentation or proof that he/she has met the education provisions with their application (Acceptable documentation/proof: official transcripts OR statement from institutions registrar, dean, or other appropriate official for **ALL** institutions attended). Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

#### **SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.)**

S.A.A. is based on **(1)** Class standing—must be in the upper third of the graduating class in the college, university, or major subdivision **OR (2)** Grade-point average—a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society membership.

**EVALUATION METHOD:** Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

**\*\*EXTERNAL REFERRAL PROCEDURES:** Referral of external candidates will be in accordance with Title 5 CFR 333 requiring that eligible applicants be referred in priority group order. Applicants in lower preference groups might not be referred for consideration even though rated as qualified, if a sufficient number of higher-preference group applicants are qualified and available for the position. This would preclude the selection of candidates from lower preference groups.

**\*\*\*MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):** Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference. Military Spouses/Family Members may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses/family members may not receive preference until actually arriving at the overseas location.

**VETERANS' PREFERENCE:** A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or

Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site: [www.opm.gov](http://www.opm.gov)

On January 6, 2006, the President signed into Public Law 109-163, the Defense Authorization Act for FY 2006. This law has expanded the definition of veterans' preference, which now includes those individuals who served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending as of the close of Operation Iraqi Freedom. If you believe you meet this requirements, you must ensure that your resume and supplemental data reflect your active duty service dates accordingly and submit a DD-214.

#### **OTHER PERTINENT INFORMATION:**

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Waiver must be obtained prior to commitment or appointment for selection of a retired military candidate within 180 days of retirement from military service.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Male candidates who are born after December 31, 1959 will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Active Duty Military members applying for this position who are separating from the military must provide separation orders or other document that verifies the separation date, and list of campaign Expedition Medals from the Service Record.

#### **AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Ms. Terri Duanes, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 0468-21-1911, extension 243-8187.